

A stylized illustration of a spiral-bound notebook. The notebook is light blue with a black spiral binding at the top. The cover is slightly curved, and the bottom right corner is folded over, revealing a lighter blue interior. The text is centered on the cover.

ARIZONA DEPARTMENT OF  
EDUCATION

2004  
EARLY CHILDHOOD STATE  
BLOCK GRANT

# APPLICATION INSTRUCTIONS

# EARLY CHILDHOOD STATE BLOCK GRANT APPLICATION INSTRUCTIONS FY 2004

## OVERVIEW

The state block grant for early childhood education programs is established in the State Board of Education. Its purpose is to promote improved pupil achievement by providing flexible supplemental funding for early childhood programs including preschool programs for economically disadvantaged children and programs that serve all public school pupils statewide who are in kindergarten and grades one, two, and three. §ARS 15-1251 (A).

## LEGAL REQUIREMENTS

The legislative citation for the Early Childhood State Block Grant is §ARS 15-1251. A school district or charter school that devotes part or its entire program funding to **preschool** programs shall comply with all of the following requirements:

- ✓ Restrict the preschool program to preschool children eligible for free or reduced price lunches under the National School Lunch and Child Nutrition Acts (C)(1).
- ✓ Allow participating pupils to receive preschool services only from a public, federally funded or private childcare provider, each of which shall be **licensed** by the Department of Health Services. Beginning in fiscal year 1999-2000, each preschool site shall be **accredited** by a State Board of Education approved organization that provides accreditation for preschool programs (C)(2).

## ACCREDITATION

Laws 1999, Chapter 4, Section 14, amended by Arizona House Bill 2398 (approved 3/6/00):

- A. *Notwithstanding section 15-1251, subsection C, paragraph 2, Arizona Revised Statutes, all sites receiving funding under the early childhood block grant program during fiscal year 1999-2000 shall be accredited by July 1, 1999, except that they may operate on a provisional basis if they provide evidence that shows that they are in the process of becoming accredited. These sites shall attain accreditation no later than July 1, 2000 to be eligible for program funding.*
- B. *Notwithstanding the July 1, 2000 accreditation deadline in subsection A, the agency administering the block grant may extend the accreditation deadline for any site that demonstrates that it is reasonably working toward becoming accredited.*
- C. *Sites that did not participate in the program in the prior funding year are eligible to participate in the program if they have applied for and are working toward accreditation or are accredited. Sites that are not accredited shall become accredited with eighteen months after originally receiving monies.*

Please contact an EC Specialist with questions regarding preschool accreditation at (602) **542-8700** or 1(800) 352-4558.

## **LEGAL REQUIREMENTS (cont.)**

- ✓ Provide all federally funded or private child care providers located within the school district or within ten (10) miles of the charter school with information necessary for them to participate in the program, including names and addresses of children selected for participation and of their parents or guardians (C)(3). School districts and charter schools should refer to the Family Education Rights and Privacy Act – FERPA for guidance on parent or guardian disclosure issues.
- ✓ Provide all parents and guardians of children selected for the program with a list of licensed federally funded or private child care providers located within the school district or within ten (10) miles of the charter school and explain to parents or guardians that they may choose to have their child receive services under the program from any provider on the list if that provider agrees to participate (C)(4).
- ✓ Allow at least fifty (50%) percent of pupils selected for the program to receive preschool services from a federally funded or private child care provider of their parent's or guardian's own choosing if they so choose (C)(5).
- ✓ Allow any eligible child care provider located within the school district or within ten (10) miles of the charter school to participate in the program if it is willing to provide services at a unit cost similar to that paid to other providers in the area under the program (C)(6).
- ✓ Limit the use of contracts with federally funded and private child care providers to financial agreements pertaining to numbers of children to be served, hours of service to be provided per child, payment rates and other financial aspects of the program (C)(7).
- ✓ Limit to five per cent (5%) the amount of block grant monies that may be used locally for program administration (C)(8).
- ✓ Pay participating federally funded and private child care providers in a timely manner (C)(9).

**Grant awards will not be made to LEAs who are out of compliance with state or federal requirements.**

***Please visit the Early Childhood Program web site for program information at:***

***<http://www.ade.az.gov/earlychildhood/>***

## **FORMS**

**Applications are available for electronic submittal on the ADE Internet Web Site ([www.ade.az.gov](http://www.ade.az.gov)) through a direct link from the Fund Alert. The entire application must be submitted electronically.** If you have any questions please call Pat Immele at (602) 542-8812.

Schools experiencing connection problems for any reason may contact the Regional Training Centers (RTCs) for use of available computers with internet access for electronic submittal. In addition, the RTCs are available to conduct individual or group training on the Grants Management electronic submittal processes. RTCs can be contacted from 8am – 5pm, Monday – Friday at the following numbers:

### **RTC Help Desks**

**Flagstaff – (888) 394-1377**

**San Simon – (866) 830-5128**

**Tempe – (480) 965-3366**

**Tucson – (520) 225-4959**

## INSTRUCTIONS

Pages required for the Early Childhood Block Grant Application include:

### Financial Data

1. **Contact Information** – Includes the program contact person's current information.
2. **Line Items** – Itemizes the total dollars allocated to each budget area.
3. **Line Items Description** – Provides specific details regarding how funds in each area will be utilized.
4. **Capital Outlay** – Itemizes and describes items, other than books and software, that have a life expectancy of more than one year.
5. **Payment Schedule** – Specifies the months in which ECBG monies will be disbursed.

### Supplemental Data

6. **Funding Distribution Page** – Specifies the amounts of ECBG funds that will be utilized in each program area, according to budget guidelines.
7. **Site Sheet Page(s)** – Describes the setting in which services will be provided and the population to be served. One site sheet must be completed for each site that will utilize ECBG funds.
8. **Program Description Pages** – Sets of program description pages must be completed for each type of program supported with ECBG funds (preschool, full day kindergarten, or K-3). These pages provide details to ADE regarding the operation, documentation, and data collection occurring within the district or charter. They also provide insight regarding district or charter compliance with statutes.
9. **Contact Page** – All information on this page must be completed. Information from this page of the grant application goes directly into the ECBG data base and is used regularly to contact programs. It is the district or charter's responsibility to ensure that contact information is kept current.

## HOW TO ENTER THE GRANTS MANAGEMENT HOME PAGE:

- ❑ Log on to the Internet through your Internet service provider.
- ❑ Go to the Arizona Department of Education's web site at [www.ade.az.gov](http://www.ade.az.gov)
- ❑ Click on **Common Logon**



- ❑ Enter your Username and Password.

- ❑ Click on **Continue >>**

**COMMON LOGON**

The gateway to secure data transactions and information

Username:

Password:

**Continue >>**

- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy](#).
- Forgotten your password or would like more information:  
Contact the ADE Support Center at (602) 542-7378 if you are in the Phoenix area. Outside the Phoenix area (866) 577-9636 or E-mail [enterprise@ade.az.gov](mailto:enterprise@ade.az.gov).
- Check the [MIS Bulletin Board](#) for the latest news and information.

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- ❑ Click on the Grants Management option.



- ❑ Click on Application Downloads

### GRANTS MANAGEMENT ENTERPRISE

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Arizona Department of Education

**Welcome to the Grants Management Home Page!**

Our mission is to implement procedures that ensure the proper allocation, distribution, and expenditure of all federal and state funds administered by the department. The following links to our web pages contain information pertaining to educational grants funded from state or federal programs.

[Click here to read about Newsworthy Trends in Grants Management](#)

**Amendment Deadline Approaching**

Amendments are to be submitted to ADE at least 90 days prior to the project end date. The amendment deadline for projects ending June 30, 2003 is April 2, 2003. Late amendments are subject to rejection and LEAs are therefore encouraged to submit immediately to avoid this. If you have any questions please call the appropriate program area (see Contacts Page). Thank you.

**Grant/Project Information**

- [Project Summary](#)
- [Fund Alerts](#)
- [Application Downloads](#)
- [On-line Applications](#)
- [Amendments](#)
- [Cash Management Report](#)

View summary data for all current & past projects.

Access information on ADE Administered and Non-ADE Administered funds currently available to LEAs.

Download application and supplemental information files.

Enter and Submit Grant Applications to the ADE.

Make an Amendment to an Existing State or Federal Project.

Submit monthly Cash Management reports for Federal projects and obtain previous report receipts for your audit trail.

- ☐ Go to Early Childhood State Block Grant
- ☐ Click on Download Files

Edit with Microsoft Word for Windows  
**GRANTS MANAGEMENT ENTERPRISE**  
[ADE Home Page](#) | [Grants Home Page](#) | [Glossary](#) | [Contacts](#) | [FAQ's](#)  
 Application Download Menu

**Instructions**

- To access the download files, click on the 'Download files' link in the right column.

Fiscal Year	Name	Due Date	
2003	IDEA Basic - Entitlement	6/15/2002	<a href="#">Download Files</a>
2003	Preschool Entitlement	6/25/2003	<a href="#">Download Files</a>
2003	No Child Left Behind (NCLB)	6/30/2003	<a href="#">Download Files</a>
2003	Title I-D Neglected or Delinquent - LEA	9/27/2002	<a href="#">Download Files</a>
2003	Title I-D State Agency Neg or Delinquent	9/27/2002	<a href="#">Download Files</a>
2003	Title I- C Migrant Education	9/27/2002	<a href="#">Download Files</a>
2003	Johnson O'Malley Indian Education Program	9/20/2002	<a href="#">Download Files</a>
2003	Rural and Low-Income Schools Program	10/18/2002	<a href="#">Download Files</a>
2004	IDEA-Best Practices in Early Childhood Transition YEAR 2	4/22/2003	<a href="#">Download Files</a>
2004	IDEA-Collaborative Model for Identifying Students YEAR 2	4/22/2003	<a href="#">Download Files</a>
2004	IDEA-Counseling Grant YEAR 2	4/22/2003	<a href="#">Download Files</a>
2004	IDEA-Alternative Programs for Students w/Emot Dis YEAR 2	4/22/2003	<a href="#">Download Files</a>
2004	IDEA-Improved Parent & School Decision Making YEAR 2	4/22/2003	<a href="#">Download Files</a>
2004	IDEA-Paraprofessional Training YEAR 2	4/22/2003	<a href="#">Download Files</a>
2004	IDEA-Creating Disciplined School Environments YEAR 2	4/22/2003	<a href="#">Download Files</a>
2004	IDEA-Promising Trans School to Adult Life YEAR 2	4/22/2003	<a href="#">Download Files</a>
2004	IDEA-Improved Student Reading Achievement YEAR 2	4/22/2003	<a href="#">Download Files</a>
2004	Professional Development Plan	4/25/2003	<a href="#">Download Files</a>
2004	Enhancing Education Through Technology - Discretionary	5/9/2003	<a href="#">Download Files</a>
2004	Professional Development Plan YEAR 2	4/22/2003	<a href="#">Download Files</a>
2004	Early Childhood Block Grant - Test	11/30/2003	<a href="#">Download Files</a>

[Go Back](#)

- ☐ Click on the file to be downloaded.
- ☐ Print the file
- ☐ Repeat until all downloads are printed



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 FUNDING ALERT DOWNLOAD FILES



**Instructions**

- The following documents may be downloaded to your computer by right clicking on the desired link and choosing the 'Save As' option. Please note the directory in which you save the documents.

**2004 - Early Childhood Block Grant - Test**

File	File Type	File Size (Bytes)
<a href="#">2004 ECBG Application Instructions (pdf)</a>	 Microsoft Word 97	0
<a href="#">ECBG Specific Chart of Account (pdf)</a>	 Microsoft Word 97	0
<a href="#">2003-2004 Income Guidelines (pdf)</a>	 Microsoft Word 97	0
<a href="#">2004 Hints to Prevent Error Messages (pdf)</a>	 Microsoft Word 97	0

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❑ Click on On-Line Applications

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**Welcome to the Grants Management Home Page!**

Our mission is to implement procedures that ensure the proper allocation, distribution, and expenditure of all federal and state funds administered by the department. The following links to our web pages contain information pertaining to educational grants funded from state or federal programs.

[Click here to read about Newsworthy Trends in Grants Management](#)  
(last updated 4/9/2003)

As a reminder all subrecipients are required to have a current General Statement of Assurance (GSA) on file at the Arizona Department of Education (ADE). Completion and submission of the GSA is required to receive assistance funding for fiscal year 2004. The GSA must be submitted to ADE Grants Management by May 31st 2003. Many related questions can be answered by visiting the FAQs.

**Grant/Project Information**

- |  |  |  |
|--|--|--|
|  | <ul style="list-style-type: none"> <li><a href="#" style="color: #003366; text-decoration: none;">Project Summary</a></li> <li><a href="#" style="color: #003366; text-decoration: none;">Fund Alerts</a></li> <li><a href="#" style="color: #003366; text-decoration: none;">Application Downloads</a></li> <li><a href="#" style="color: #003366; text-decoration: none;">On-line Applications</a></li> <li><a href="#" style="color: #003366; text-decoration: none;">Amendments</a></li> <li><a href="#" style="color: #003366; text-decoration: none;">Cash Management Report</a></li> <li><a href="#" style="color: #003366; text-decoration: none;">Completion Reports</a></li> <li><a href="#" style="color: #003366; text-decoration: none;">Completion Report Downloads</a></li> </ul> | <p>View summary data for all current &amp; past projects.</p> <p>Access information on ADE Administered and Non-ADE Administered funds currently available to LEAs.</p> <p>Download application and supplemental information files.</p> <p>Enter and Submit Grant Applications to the ADE.</p> <p>Make an Amendment to an Existing State or Federal Project.</p> <p>Submit monthly Cash Management reports for Federal projects and obtain previous report receipts for your audit trail.</p> <p>Enter and Submit project Completion Reports on-line.</p> <p>Download Completion Report supplemental narrative</p> |
|--|--|--|

❑ Click on Create New Application

APPLICATIONS IN PROGRESS

**Instructions**

- To create new application click Create New button.
- Select the application by clicking the application name.

**00-00-00-000 : Arizona Department of Education**

Fiscal Year	Application Name	Status	Last Update User	Last Update Date
2003	<a href="#" style="color: #003366; text-decoration: underline;">CSRD - Cycle I YEAR 2 Renewal</a>	Application being edited by LEA	trainer2	02/04/2003 12:49:43
2003	<a href="#" style="color: #003366; text-decoration: underline;">Instructional Materials and Supplies for ELL Programs</a>	Application being edited by LEA	trainer2	02/25/2003 14:33:31
2003	<a href="#" style="color: #003366; text-decoration: underline;">Vocational Education Basic Grant</a>	Application being edited by ADE	rellis	02/28/2003 13:48:02
2004	<a href="#" style="color: #003366; text-decoration: underline;">School Safety Program Renewal Application</a>	Application being edited by LEA	trainer2	03/04/2003 07:44:18
2003	<a href="#" style="color: #003366; text-decoration: underline;">No Child Left Behind (NCLB) Academic Support</a>	Application being evaluated by ADE	krice	03/11/2003 13:11:10
2003	<a href="#" style="color: #003366; text-decoration: underline;">21st Century Community Learning Centers</a>	Application being edited by ADE	bwalsh2	03/13/2003 14:42:53
2003	<a href="#" style="color: #003366; text-decoration: underline;">No Child Left Behind (NCLB) State Chem/Title IV</a>	Application being edited by ADE	driggs	03/19/2003 14:13:10
2004	<a href="#" style="color: #003366; text-decoration: underline;">Career &amp; Technical Education Basic Grant</a>	Application being edited by LEA	trainer2	03/21/2003 10:14:31
2003	<a href="#" style="color: #003366; text-decoration: underline;">Title I, Part D State Agency Neg &amp; Del</a>	Application being edited by ADE	cjackson2	03/25/2003 14:36:20
2003	<a href="#" style="color: #003366; text-decoration: underline;">Early Childhood Block Grant</a>	Application being edited by ADE	mdallman	03/27/2003 08:39:48
2003	<a href="#" style="color: #003366; text-decoration: underline;">Rural Low-Income Schools Program</a>	Application being edited by ADE	nkonitzer	03/31/2003 09:13:38
2004	<a href="#" style="color: #003366; text-decoration: underline;">No Child Left Behind (NCLB) State Chem/Title IV</a>	Application being edited by ADE	krice	04/04/2003 12:27:21
2003	<a href="#" style="color: #003366; text-decoration: underline;">Stewart B. McKinney Homeless Renewal Grant</a>	Application being edited by LEA	trainer2	04/07/2003 11:33:04
2003	<a href="#" style="color: #003366; text-decoration: underline;">NCLB Title III Consortium</a>	Application being edited by LEA	trainer2	04/07/2003 13:15:23
2003	<a href="#" style="color: #003366; text-decoration: underline;">Cycle II - Compensatory Instruction for English Language Learners</a>	Application being edited by LEA	trainer2	04/08/2003 14:50:19
2003	<a href="#" style="color: #003366; text-decoration: underline;">IDEA Basic - Entitlement</a>	Application Rejected by ADE	cjackson2	04/09/2003 09:38:33
2004	<a href="#" style="color: #003366; text-decoration: underline;">Professional Development Plan YEAR 2</a>	Application being edited by LEA	trainer2	04/09/2003 15:14:28

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Create New Application

- ❑ Click on **Early Childhood Block Grant**

- ❑ Click **Continue**

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NEW APPLICATION SELECTION

**Instructions**

- To create new application, select the entity and the application and then click 'Continue'.
- To go back to the previous screen click 'Go Back'.

Entity / District  
Arizona Department of Education - 00-00-00-000

Application Name

- ☐ 2004 - Early Childhood Block Grant
- ☐ 2004 - Good Monitoring Alternative ED Program
- ☐ 2004 - Good Monitoring Child Find/Transition to AzEIP
- ☐ 2004 - Good Monitoring Collaborative Model
- ☐ 2004 - Good Monitoring Counseling
- ☐ 2004 - Good Monitoring Paraprofessional Train
- ☐ 2004 - Good Monitoring Parent/School Decision
- ☐ 2004 - Good Monitoring Transition to Adult
- ☐ 2004 - IDEA Alternative Programs for Students w/Emot Dis YEAR 2
- ☐ 2004 - IDEA Best Practices in Early Childhood Transition YEAR 2
- ☐ 2004 - IDEA Collaborative Model for Identifying Students YEAR 2
- ☐ 2004 - IDEA Counseling Grant YEAR 2
- ☐ 2004 - IDEA Creating Disciplined School Environments YEAR 2
- ☐ 2004 - IDEA Improved Parent & School Decision Making YEAR 2
- ☐ 2004 - IDEA Paraprofessional Training YEAR 2
- ☐ 2004 - School Safety Program Renewal Application

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- ❑ Click on **Create New**

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APPLICATION OPTION PAGE

**Instructions**

- Please verify the Application information below is correct. If the information is NOT correct, click 'Go Back' and select the correct Application.
- If the application information IS correct, click the desired option to continue.

District	Arizona Department of Education		
CTDS	000000000	Entity ID	79275
Application Name	2004 - Early Childhood Block Grant		

[Create New](#)

If this option is available, an application has not been started for this grant.  
Click here to begin a new application for this grant.

[Go Back](#)

- ☐ **Read the Program Assurances**
- ☐ Click **I Agree** to continue.

PROGRAM ASSURANCES

**Instructions**

- Please read the following Program Assurances and then click 'I Agree' to continue.
- To return click 'Go Back'

District	Arizona Department of Education		
CTDS	000000000	Entity ID	79275
Application Name	2004 - Early Childhood Block Grant		

**PROGRAM ASSURANCES**

The applicant agency identified above assures the Arizona Department of Education that it will implement appropriate activities in keeping with the intents and purposes of this grant/project and, 34 CFR 76 (EDGAR) or 07 CFR, where appropriate; that it will use the current version of the Uniform System of Financial Records for fiscal control and fund accounting procedures, and that it will maintain appropriate documentation for audit and monitoring purposes.

The applicant agency further assures:

**Additional Assurance**

The Arizona Department of Education approves the program budget based on acceptance of the applicants application, availability of Early Childhood State Block Grant funds and assurance of compliance with applicable program provisions as contained in ARS 15-1251. In the event of a State reduction of program funds this application must be revised.

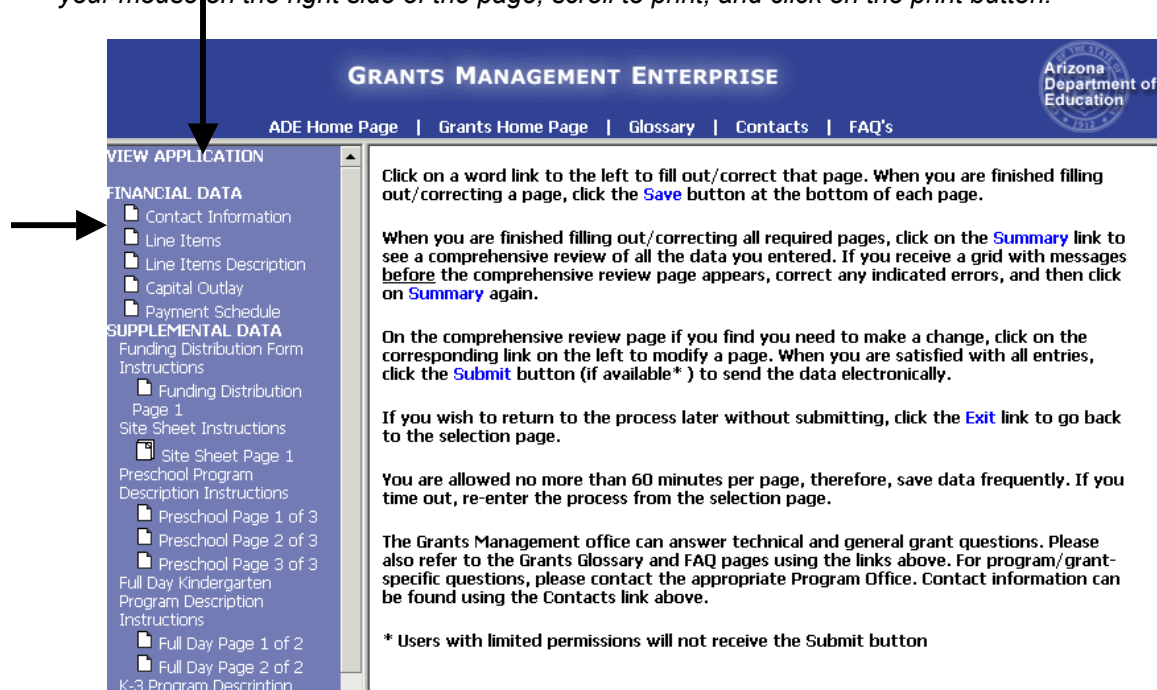
[Go Back](#)

[I Agree](#)



At this point, you will begin completing the Early Childhood Block Grant Application. Each page that may need to be completed by your district or charter is listed on the left side of the Grants Management Enterprise page and allows for scrolling between the pages. Clicking on the **small icon** on the left gives you access to that page.

**To get a copy of the application to use as a draft before entering on-line,** click on **VIEW APPLICATION** and print of the application. **To print the application:** right click your mouse on the right side of the page, scroll to print, and click on the print button.



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**VIEW APPLICATION**

**FINANCIAL DATA**

- Contact Information
- Line Items
- Line Items Description
- Capital Outlay
- Payment Schedule

**SUPPLEMENTAL DATA**

- Funding Distribution Form Instructions
  - Funding Distribution Page 1
- Site Sheet Instructions
  - Site Sheet Page 1
- Preschool Program Description Instructions
  - Preschool Page 1 of 3
  - Preschool Page 2 of 3
  - Preschool Page 3 of 3
- Full Day Kindergarten Program Description Instructions
  - Full Day Page 1 of 2
  - Full Day Page 2 of 2
- K-3 Program Description

Click on a word link to the left to fill out/correct that page. When you are finished filling out/correcting a page, click the [Save](#) button at the bottom of each page.

When you are finished filling out/correcting all required pages, click on the [Summary](#) link to see a comprehensive review of all the data you entered. If you receive a grid with messages before the comprehensive review page appears, correct any indicated errors, and then click on [Summary](#) again.

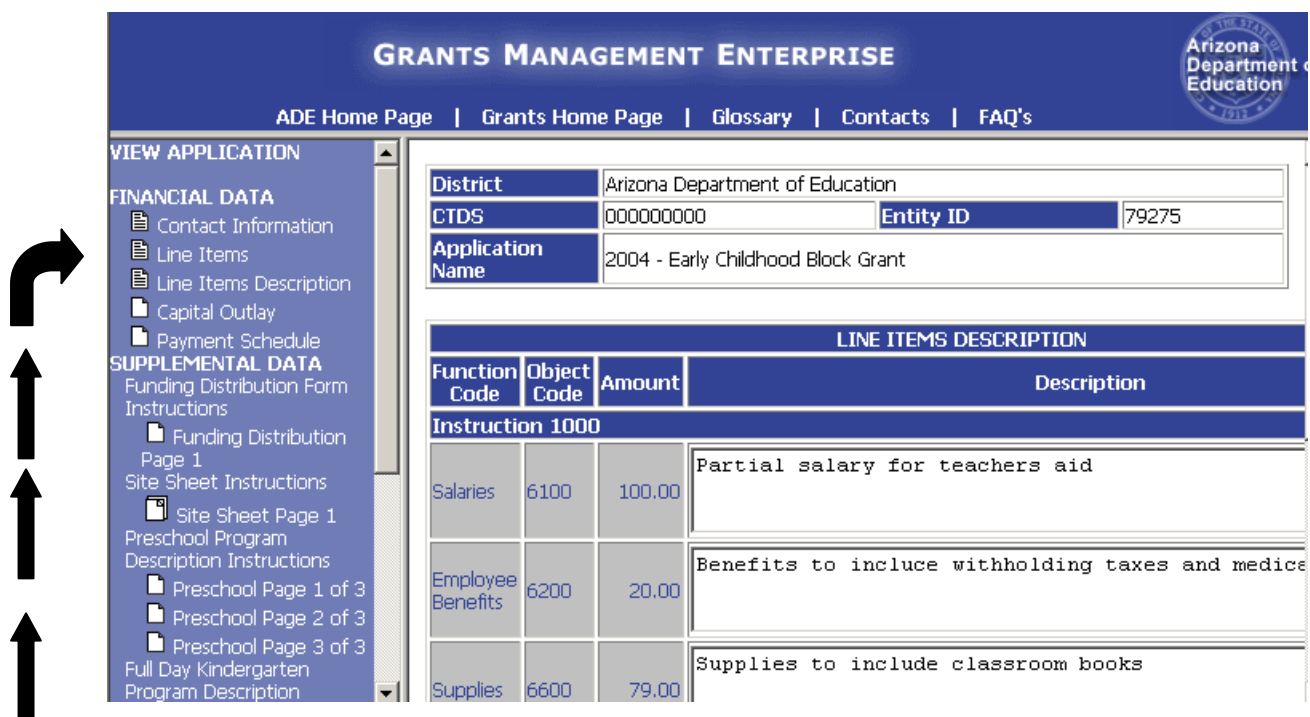
On the comprehensive review page if you find you need to make a change, click on the corresponding link on the left to modify a page. When you are satisfied with all entries, click the [Submit](#) button (if available\* ) to send the data electronically.

If you wish to return to the process later without submitting, click the [Exit](#) link to go back to the selection page.

You are allowed no more than 60 minutes per page, therefore, save data frequently. If you time out, re-enter the process from the selection page.

The Grants Management office can answer technical and general grant questions. Please also refer to the Grants Glossary and FAQ pages using the links above. For program/grant-specific questions, please contact the appropriate Program Office. Contact information can be found using the Contacts link above.

\* Users with limited permissions will not receive the Submit button



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**VIEW APPLICATION**

**FINANCIAL DATA**

- Contact Information
- Line Items
- Line Items Description
- Capital Outlay
- Payment Schedule

**SUPPLEMENTAL DATA**

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  - Funding Distribution Page 1
- Site Sheet Instructions
  - Site Sheet Page 1
- Preschool Program Description Instructions
  - Preschool Page 1 of 3
  - Preschool Page 2 of 3
  - Preschool Page 3 of 3
- Full Day Kindergarten Program Description Instructions
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  - Full Day Page 2 of 2
- K-3 Program Description

**District** Arizona Department of Education

**CTDS** 000000000 **Entity ID** 79275


**Application Name** 2004 - Early Childhood Block Grant

Function Code	Object Code	Amount	Description
<b>Instruction 1000</b>			
Salaries	6100	100.00	Partial salary for teachers aid
Employee Benefits	6200	20.00	Benefits to include withholding taxes and medicare
Supplies	6600	79.00	Supplies to include classroom books

On the left side of the page, the small document icon will have lines on it to indicate that you have entered information on that page.

## FINANCIAL DATA

### CONTACT INFORMATION PAGE:

1. Designation – Click on the Down Arrow button to highlight your designation.
2. Enter the name of the Project Director/Contact.
3. Enter the phone number for the person named in #2. Please remember to enter the correct area code, phone number, and extension if applicable.
4. Enter the fax number. Please remember to enter the correct area code with the fax number.
5. Enter the current contact's e-mail address. ***IMPORTANT:*** *You will be notified by e-mail when your application is approved. The e-mail will include the date and time of approval and the project number that has been assigned to your project. If you cannot be contacted by e-mail, you can determine if your application has been approved by checking the Grants Management System for a project summary. A project summary will be viewable if your application has been approved.*
6. Click on 
7. Review the information you have entered for accuracy. If not accurate, please correct and save again. If correct, proceed to the next page by clicking on the small icon next to the Line Items Page.

GRANTS MANAGEMENT ENTERPRISE

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VIEW APPLICATION

FINANCIAL DATA

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SUPPLEMENTAL DATA

Funding Distribution Form Instructions

Funding Distribution Page 1

Site Sheet Instructions

Site Sheet Page 1

Preschool Program Description Instructions

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Preschool Page 3 of 3

Full Day Kindergarten Program Description Instructions

Full Day Page 1 of 2

Full Day Page 2 of 2

K-3 Program Description Instructions

District

Arizona Department of Education

CTDS

000000000

Entity ID

79275

Application Name

2004 - Early Childhood Block Grant

More than one email address can be placed in the email address box, separated by a space or semicolon only.

EA CONTACT INFORMATION

Designation

Ms

Project Director / Contact

Phone Number

( )

Ext

Fax Number

( )

E-mail Address

PROJECT INFORMATION

Grant Name

Start Date

End Date

Early Childhood Block Grant

07/01/2003

06/30/2004

Save

Arizona Department of Education

1993

## LINE ITEMS PAGE:

- **IMPORTANT** –Refer to the ECBG Specific Chart of Accounts and Expenditure Classifications Matrix when preparing the FY2004 Budget. Items must be coded per the matrix. If you have any questions about where to code an item, please call before submitting the application.

1. Enter your budget information under the appropriate function codes. When doing so, please observe the following guidelines:

- ✓ Use the **FINAL ALLOCATION AMOUNT** as indicated on the allocation memo.
- ✓ Support Services – Administration **MAY NOT** exceed **5%** of your total allocation.
- ✓ Capital Outlay items are equipment items with a life expectancy of one year or more. **NOTE:** The USFR and USFRCS state that a district should prepare a detailed listing of all equipment with unit costs of \$1,000 or more and have useful lives of one year or more. It also states that if a district wishes, it may record assets on a general fixed assets listing at a lower threshold amount. There is no lower limit on what constitutes capital/fixed assets.
- ✓ Software and other instructional materials are to be entered under supplies.

2. Click on **Save** Review your budget line items. If correct, proceed to the next page. If not correct, enter the correct information, save again, and proceed to the next page.

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ADP Home Page | Grants Home Page | January | Contacts | TAG's

**VIEW APPLICATION**

**FINANCIAL DATA**

- Contract Information
- Line Items
- Line Item Description
- Capital Outlay
- Payment Schedule

**APPENDIXAL DATA**

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**Contract Information**

Contract ID: Arizona Department of Education  
 C-UD: 000000000  
 Application Name: 2004 - Early Childhood Block Grant

**Budget Line Items**

Function Code	Object Code	Early Childhood Block Grant
<b>Instructional Services 1000</b>		
Salaries	0100	100.00
Employee Benefits	0200	20.00
Purchased Professional Services	0300	0.00
Purchased Property Services	0400	0.00
Other Purchased Services	0500	0.00
Supplies	0600	79.00
Other Expenses	0800	100.00
Subtotal for Instructional Services 1000		299.00
<b>Support Services 2000, 2000, 2000 - 2000</b>		
Salaries	0100	0.00
Employee Benefits	0200	0.00
Purchased Professional Services	0300	0.00
Purchased Property Services	0400	0.00
Other Purchased Services	0500	0.00
Supplies	0600	0.00
Other Expenses	0800	0.00
Subtotal for Support Services 2000, 2000, 2000 - 2000		0.00
<b>Support Services - Admin 2000, 2000, 2000</b>		
Salaries	0100	0.00
Employee Benefits	0200	0.00
Purchased Professional Services	0300	0.00
Purchased Property Services	0400	0.00
Other Purchased Services	0500	0.00
Supplies	0600	21.00
Other Expenses	0800	0.00
Subtotal for Support Services - Admin 2000, 2000, 2000		21.00
<b>Operation of Non-Instructional Services 3000</b>		
Salaries	0100	0.00
Employee Benefits	0200	0.00
Purchased Professional Services	0300	0.00
Purchased Property Services	0400	0.00
Other Purchased Services	0500	0.00
Supplies	0600	0.00
Other Expenses	0800	0.00
Subtotal for Operation of Non-Instructional Services 3000		0.00
<b>Project Subtotal</b>		320.00
<b>Capital Outlay</b>		
Property	0100	100.00
<b>Total</b>		420.00


**Save**

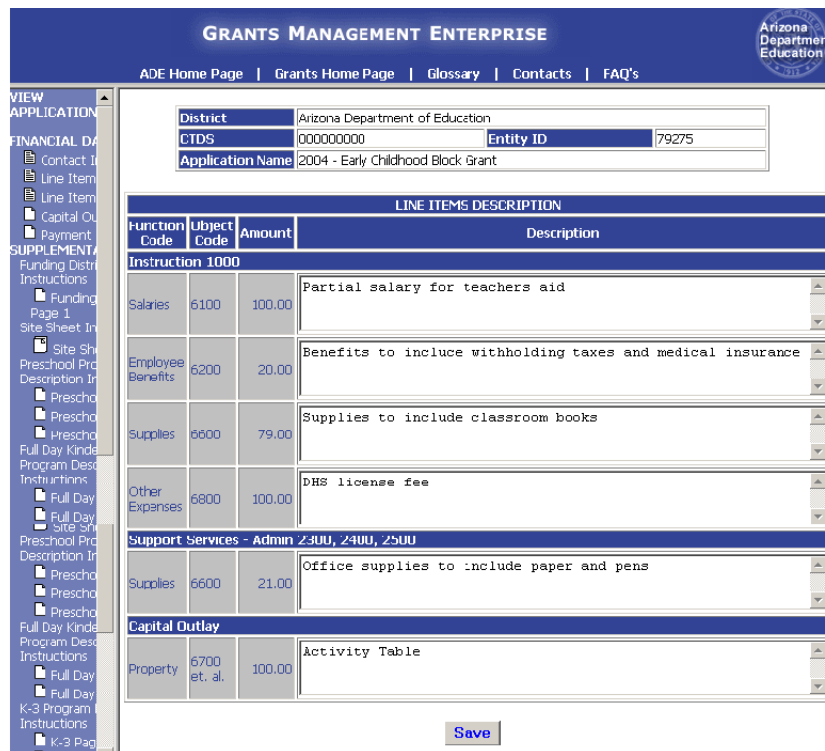
## LINE ITEMS DESCRIPTION PAGE:

1. Enter a **DETAILED DESCRIPTION** of the itemized project costs for all line items appearing on this page.

- ✓ When providing staff salaries, calculate and include percentage of full-time equivalencies (FTE's).
- ✓ For other costs being itemized, please provide rationale if not readily apparent.
- ✓ Be specific when listing supplies and materials. When including learning tools, please list the names of the tools being purchased.

***PLEASE REMEMBER:*** When you provide specific details on the line items description page, the approval of your grant application is facilitated. The ECBG program staff will call you for clarification and/or reject the application if detail is not provided.

2. Click on 
3. Review your line items descriptions. If there are errors, please enter the correct information. If adequate detail is not provided, please add details or examples to the descriptions to make the information readily apparent. Save the page again.



The screenshot displays the 'GRANTS MANAGEMENT ENTERPRISE' application interface. At the top, there is a navigation bar with links: 'ADE Home Page', 'Grants Home Page', 'Glossary', 'Contacts', and 'FAQ's'. The Arizona Department of Education logo is in the top right corner. On the left, a vertical menu lists various application sections: 'VIEW APPLICATION', 'FINANCIAL DATA', 'SUPPLEMENTAL', 'Funding Distribution', 'Preschool Program Description Instructions', 'Full Day Kindergarten Program Description Instructions', and 'K-3 Program Description Instructions'. The main content area shows a form for 'LINE ITEMS DESCRIPTION'. At the top of this form, there are fields for 'District' (Arizona Department of Education), 'CTDS' (000000000), 'Entity ID' (79275), and 'Application Name' (2004 - Early Childhood Block Grant). Below these fields is a table with columns: 'Function Code', 'Object Code', 'Amount', and 'Description'. The table is divided into sections: 'Instruction 1000', 'Support Services - Admin 2300, 2400, 2500', and 'Capital Outlay'. The 'Instruction 1000' section includes rows for 'Salaries' (6100, 100.00), 'Employee Benefits' (6200, 20.00), 'Supplies' (6600, 79.00), and 'Other Expenses' (6800, 100.00). The 'Support Services' section includes a row for 'Supplies' (6600, 21.00). The 'Capital Outlay' section includes a row for 'Property et. al.' (6700, 100.00). A 'Save' button is located at the bottom right of the form.

Function Code	Object Code	Amount	Description
<b>Instruction 1000</b>			
Salaries	6100	100.00	Partial salary for teachers aid
Employee Benefits	6200	20.00	Benefits to include withholding taxes and medical insurance
Supplies	6600	79.00	Supplies to include classroom books
Other Expenses	6800	100.00	DHS license fee
<b>Support Services - Admin 2300, 2400, 2500</b>			
Supplies	6600	21.00	Office supplies to include paper and pens
<b>Capital Outlay</b>			
Property et. al.	6700	100.00	Activity Table

Examples of detailed line item descriptions follow this page. Please refer to them for additional information.

When satisfied with the information entered on this page, please proceed to the Capital Outlay Page if you have included capital outlay in your budget.

LINE ITEMS DESCRIPTION			
Function Code	Object Code	Description	Budgeted Amount
<b>Instruction 1000</b>			
Salaries	6100	31.14 FTE's for classroom teachers and teaching assistants	973,161.00
Employee Benefits	6200	31.14 Benefits (Health and supplemental insurance benefits, Fica/Medicare, Retirement) for FTE's at 18%	174,406.00
Purchased Professional Services	6300	Wolf Trap Institute for Early Learning through the Arts Artist in Residency program to provide classroom instruction in supporting teaching strategies to help children learn basic skills through the performing arts	1,700.00
Purchased Property Services	6400		0.00
Other Purchased Services	6500	Tuition for preschool children to attend private centers per parental choice; mileage for teaching staff for home visits	335,262.00
Supplies	6600	Supplies and materials for classrooms such as paint, paper, brushes, manipulatives, etc. Professional subscriptions to support instruction	31,499.00
Other Expenses	6800	Student admissions for field trips; Costs for maintaining accreditation (materials and validation visits); cost for re-licensing programs by DHS	1,100.00
<b>Support Services 2100, 2200, 2600 - 2900</b>			
Salaries	6100	.5 FTE for program coordinator; 1.0 FTE for program nurse; 1.0 FTE for Health Assistant; .25 FTE for custodian	86,484.00
Employee Benefits	6200	Benefits (Health and supplemental insurance benefits, Fica/Medicare, Retirement) for 2.75 FTE's at 18%	15,567.00
Purchased Professional Services	6300	Consultants for staff development; Fees for dental screenings for students; registration for professional conferences; registration for CDA classes ; fingerprinting of staff	7,820.00
Purchased Property Services	6400	Expansion of outdoor play area by moving extending fence out and replacing solid panel around patio with wrought iron grills to allow for visibility of children	5,735.00
Other Purchased Services	6500	Cell Phone service & air time; registration and travel for out of state conferences	4,342.00
Supplies	6600	Gasoline for field trips; health supplies and materials for workshops for parents	4,700.00
Other Expenses	6800	Parent participation costs such as lunches, refreshments for workshops; room rental for staff development and training	7,644.00
<b>Support Services - Admin 2300, 2400, 2500</b>			
Salaries	6100	.5 FTE for program coordinator; 1.0 FTE for Administrative assistant	55,942.00
Employee Benefits	6200	Benefits (Health and supplemental insurance benefits, Fica/Medicare, Retirement) for 1.5 FTE at 18%	10,069.00
Purchased Professional Services	6300		0.00
Purchased Property Services	6400		0.00
Other Purchased Services	6500		0.00
Supplies	6600	Cost of printing program materials such as parent handbooks and registration forms	1,200.00
Other Expenses	6800		0.00
<b>Operation of Non-Instructional Services 3000</b>			
Salaries	6100		0.00
Employee Benefits	6200		0.00
Purchased Professional Services	6300		0.00
Purchased Property Services	6400		0.00
Other Purchased Services	6500		0.00
Supplies	6600		0.00
Other Expenses	6800		0.00
<b>Indirect Cost</b>			
Restricted Indirect Cost Rate	6910		0.00
<b>Capital Outlay</b>			
Property	6700 et. al.	New and replacement materials for classroom. Unit block sets for private preschools	26,205.00




LINE ITEMS DESCRIPTION			
Function Code	Object Code	Description	Budgeted Amount
<b>Instruction 1000</b>			
Salaries	6100	Salaries for (6)Preschool Teachers, 2)K-3 teachers,(6) Preschool IAs,(2)K-3 IAs, substitute money, professional development money for (1)IAs, and 301 money for (8) teachers. Summer school, June 2, 2003 - June 27, 2003, for 5 teachers and 6 instructional assistants.	380,814.00
Employee Benefits	6200	Benefits and Insurance for the above staff includes FICA benefits and insurance. Summer school benefits will only include FICA for the period of 6-2-03/ 6-27-03.	81,404.00
Purchased Professional Services	6300		0.00
Purchased Property Services	6400		0.00
Other Purchased Services	6500	Outside provider- Quinto Learning Center (5 students). Reduction based on students and days of school remaining. Including Field trip mileage to cover summer field trips @ \$1.95 per mile.	11,113.00
Supplies	6600	Supplies and materials for three school sites which include: fine motor activities (lacing/tracing), sand & water toys, blocks, patterning material, math sets, puzzles,geo boards, paper-printing craft and for projects, computer, printer toner/cartridges, film for digital camera, ink jet cartridges. Additional money will be used for supplies during summer school.	5,072.00
Other Expenses	6800	Field Trip Fees for students. Field trips added during the summer school. DHS license fees for Drexel and Los Amigos.	514.00
<b>Support Services 2100, 2200, 2600 - 2900</b>			
Salaries	6100	Salaries for: Program Secretary and summer addendum (during the summer she notifies parents of their eligibility, registers parents and distributes parent information about the program), she will also be involved in the summer program, (4)PIAs, a nurse for the three school programs, 301 money for the nurse. Salary increases for Program secretary and Parent Involvement Assistants.	90,243.00
Employee Benefits	6200	Benefits and insurance for the above staff members includes FICA benefits and insurance. Insurance to cover the increases in above.	26,481.00
Purchased Professional Services	6300	Staff Development training for teachers and instructional assistants.	770.00
Purchased Property Services	6400	Maintenance and repair for office machines.	300.00
Other Purchased Services	6500	Monthly cell phone charges for (2) staff members. Field Trip Mileage. Additional money will be to cover field trip mileage during the summer.	407.00
Supplies	6600	Supplies used for the nurse for the three sites.	175.00
Other Expenses	6800	TAEYC registration for 9 people.	560.00
<b>Support Services - Admin 2300, 2400, 2500</b>			
Salaries	6100	Addendum to regular salary for additional responsibilities of the Program Director.	5,000.00
Employee Benefits	6200	Benefits for above staff member includes FICA benefits and insurance.	557.00
Purchased Professional Services	6300		0.00
Purchased Property Services	6400		0.00
Other Purchased Services	6500		0.00
Supplies	6600	Supplies and materials for Project office (paper, pens, binders, toner and paper for copier, fax, printers, District forms, eg. cum files, preschool inserts to cum folders.	576.00
Other Expenses	6800		0.00
<b>Operation of Non-Instructional Services 3000</b>			
Salaries	6100		0.00
Employee Benefits	6200		0.00
Purchased Professional Services	6300		0.00
Purchased Property Services	6400		0.00
Other Purchased Services	6500		0.00
Supplies	6600		0.00
Other Expenses	6800		0.00
<b>Indirect Cost</b>			
Restricted Indirect Cost Rate	6910		0.00
<b>Capital Outlay</b>			
Property	6700 et al.	Items to support the curriculum and State Standards, as well as to properly equip the classrooms.	5,400.00

LINE ITEMS DESCRIPTION			
Function Code	Object Code	Description	Budgeted Amount
<b>Instruction 1000</b>			
Salaries	6100	100 % of salary for (3) FTE preschool teachers; (3) .88 FTE preschool classroom assistants and substitutes; 1.5 FTE art teachers; 1.0 FTE music teacher; 1.0 FTE p.e. teacher	301,463.00
Employee Benefits	6200	100% of benefits including withholding taxes, state retirement, workmen's compensation, and medical insurance	49,898.00
Purchased Professional Services	6300		0.00
Purchased Property Services	6400		0.00
Other Purchased Services	6500		0.00
Supplies	6600	Curriculum materials, art/craft supplies, books, paper, crayons, pencils, center materials, sand play toys, blocks, legos, bristle blocks, manipulatives such as counting bears, puzzles, music CD's and instruments. Additional funds will be used to replace broken toys, ripped books, missing pieces from games and puzzles, and to purchase new pre-literacy materials to help students with the four objectives of "No Child Left Behind," such as puppets and velcro-tipped gloves to go along with story books and songs, alphabet games, and phoneme puzzles.	22,224.00
Other Expenses	6800	NAEYC annual fee, NAEYC validation visit, and DHS licensing of Barcelona Preschool	500.00
<b>Support Services 2100, 2200, 2600 - 2900</b>			
Salaries	6100	Salary for (1) FTE family support assistant, (1) FTE curriculum facilitator (80% of time is dedicated to ECBG), (1) FTE custodian	146,180.00
Employee Benefits	6200	Benefits including withholding taxes, workmen's compensation, state retirement, and medical insurance	25,048.00
Purchased Professional Services	6300	TB skin testing for (6) employees, architectural specs for licensing. Additional funding will be used for teacher training on Creative Curriculum and Brain Research.	5,400.00
Purchased Property Services	6400	Move awning from Andalucia Middle to Barcelona Preschool; outside maintenance at Barcelona; copy machine lease and maintenance	8,404.00
Other Purchased Services	6500	Student bus transportation, travel and home visits for family support assistant, teachers, and curriculum facilitator. Additional funding is for the increase in transportation cost.	198,968.00
Supplies	6600	Supplies such as I.E.P. forms, evaluations, testing materials, copy paper, parent flyers, handouts, door prizes, folders, pens, for psychologist, curriculum facilitator, family support assistant, and maintenance. Additional funding will be used to start a resource library for our parents.	12,270.00
Other Expenses	6800		0.00
<b>Support Services - Admin 2300, 2400, 2500</b>			
Salaries	6100	90% of salary for secretary who spends 90% of her time on ECBG work.	32,567.00
Employee Benefits	6200	90% of benefits, including withholding taxes, workmen's compensation, state retirement, and medical insurance for secretary.	5,795.00
Purchased Professional Services	6300		0.00
Purchased Property Services	6400		0.00
Other Purchased Services	6500		0.00
Supplies	6600	Manila folders, pens, printer ink cartridges, paper, and paper clips.	950.00
Other Expenses	6800		0.00
<b>Operation of Non-Instructional Services 3000</b>			
Salaries	6100		0.00
Employee Benefits	6200		0.00
Purchased Professional Services	6300		0.00
Purchased Property Services	6400		0.00
Other Purchased Services	6500		0.00
Supplies	6600	Student snacks	2,200.00
Other Expenses	6800		0.00
<b>Indirect Cost</b>			
Restricted Indirect Cost Rate	6910		0.00
<b>Capital Outlay</b>			
Property et. al.	6700	Bookcase for curriculum facilitator and printer for psychologist. Additional funding used for necessary walkie-talkie on campus.	543.00

**CAPITAL OUTLAY PAGE: (Only if you have included capital outlay in your budget).**


1. Enter the quantity, cost per unit, description, and purpose for each capital outlay expenditure. If it is necessary to use more than 5 lines, save the first five lines of information before adding additional lines.

2. Click on 

2. Review your Capital Outlay entries. If the capital outlay information is not correct, enter the correct information and save the page again.

GRANTS MANAGEMENT ENTERPRISE

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District

Arizona Department of Education

CTDS

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Entity ID

79275

Application Name

2004 - Early Childhood Block Grant

Amount allocated in Budget for Capital Outlay

100.00

CAPITAL OUTLAY				
Quantity	Cost Per Unit	Description	Purpose	Total
1	100.00	Activity Table	Group Table for	100.00
				0.00
				0.00
				0.00
				0.00
Grand Total				100.00

Add 5 Rows

Save

The following three pages contain examples of capital outlay items and descriptions. Please refer to them for ideas regarding capital outlay. If you have any questions or are unsure as to whether an item should be entered as capital outlay, please call the Early Childhood Block Grant program staff for clarification.

CAPITAL OUTLAY				
Quantity	Cost Per Unit	Description	Purpose	Total
14	1,072.00	Classroom computers	replacement of outdated preschool computers	15,008.00
1	2,000.00	School site maintenance	To maintain grounds in order to comply with DHS regulations	2,000.00
1	17,690.00	Site improvement	New bathroom installation	17,690.00
1	3,237.31	Replacement furniture and equipment	worn/damaged furniture and equipment	3,237.31
1	1,000.00	Architect Fee	Completion of Architectural Physical Plant Evaluation to meet DHS licensing requirements	1,000.00
1	132.00	Dollhouse Set	New classroom set-up	132.00
1	275.00	Town and Country Table	New classroom set-up	275.00
1	419.00	Cubbie Unit	New classroom set-up	419.00
1	189.00	Sand/Water table	New classroom set-up	189.00
1	129.00	Puppet theatre	New classroom set-up	129.00
1	32.00	Little Tykes table and 4 chairs	New classroom set-up	32.00
1	165.00	Storage Unit 24"	New classroom set-up	165.00
1	175.00	Listening Center	New classroom set-up	175.00
1	57.00	Cassette Player	New classroom set-up	57.00
1	152.00	2 shelf unit	New classroom set-up	152.00
1	65.00	Child's Rocking chair	New classroom set-up	65.00
1	30.00	Digital camera chargers	New classroom set-up	30.00
1	1,500.00	Computers/printers	New classroom set-up	1,500.00
1	199.00	Dress up center	New classroom set-up	199.00
1	295.00	Big Book Storage Unit	New classroom set-up	295.00
1	95.00	Drying Rack	New classroom set-up	95.00
1	295.00	Drama Play Table	New classroom set-up	295.00
1	250.00	Block Cabinet	New classroom set-up	250.00
1	299.00	Hollow Blocks set	New classroom set-up	299.00
1	237.00	File Cabinet	New classroom set-up	237.00
1	100.00	CD Player	New classroom set-up	100.00
1	595.00	Kitchen Set	New classroom set-up	595.00
1	210.00	Block Starter Set	New classroom set-up	210.00
1	477.00	Storage Island	New classroom set-up	477.00
2	274.42	Storage Unit	New classroom set-up	548.84
1	470.00	25 Tray Cubbie Unit	New classroom set-up	470.00
1	370.00	4-Easel Mobile Center	New classroom set-up	370.00
1	28.00	Paper Cutter	New classroom set-up	28.00
1	113.85	Teacher Chair	New classroom set-up	113.85
1	500.00	Tile installation	Replace flooring at Adams	500.00
<b>Grand Total</b>				<b>47,338.00</b>

CAPITAL OUTLAY				
Quantity	Cost Per Unit	Description	Purpose	Total
1	2,500.00	replace carpet and floor covering in preschool classroom	carpet worn, needs to be replaced for licensing.	2,500.00
1	6,542.00	Trike path	improvement and safety of playground	6,542.00
1	15,000.00	Storage shed	Secure storage for outside equipment& classroom supplies that will blend with building	15,000.00
1	23,433.00	Playground equipment	equipment for new playground for large motor skills	23,433.00
1	2,000.00	Extension of trike path	To improve the playground and give more area for large motor activities	2,000.00
1	4,801.00	Shade for playground	Needed for licensing requirement	4,801.00
1	2,000.00	Computer	Computer for office	2,000.00
1	4,634.00	Sales tax,shipping and handling all items	tax, shipping and handling	4,634.00
1	250.00	Table & chairs for dramatic area	replace table & chairs for dramatic play	250.00
1	472.00	home corner equipment	replace worn and broken home corner equipment	472.00
Grand Total				61,632.00

CAPITAL OUTLAY				
Quantity	Cost Per Unit	Description	Purpose	Total
1	999.00	Computer	Workstation for teacher to develop lesson plans, create academic activities and compile reports.	999.00
1	301.00	Printer	T print reports, lesson plans etc.	301.00
Grand Total				1,300.00

CAPITAL OUTLAY				
Quantity	Cost Per Unit	Description	Purpose	Total
2	156.00	Open bookcases.	To be placed in library/conference room to house resource materials for staff.	312.00
2	203.00	2-door bookcases	To be placed in library/conference room to house resource materials for staff.	406.00
10	110.00	Bulletin boards (4 ft x 8 ft)	To replace chalkboards in preschool classrooms.	1,100.00
1	182.00	Tax and shipping	Tax and shipping charges on above items.	182.00
Grand Total				2,000.00

CAPITAL OUTLAY				
Quantity	Cost Per Unit	Description	Purpose	Total
6	250.00	Tricycles	Replace worn play equipment	1,500.00
2	195.00	Sand & water tables	Replace worn equipment	390.00
3	370.00	Carpentry work bench	For outdoor play	1,110.00
1	2,300.00	Relocate chain link fence	To improve outdoor play area for preschool students	2,300.00
1	2,700.00	Wrought iron fence panels	To create age & developmentally appropriate outdoor space	2,700.00
1	2,000.00	Removal of concrete footers	To create a safe outdoor play space for preschool	2,000.00
<b>Grand Total</b>				<b>10,000.00</b>

CAPITAL OUTLAY				
Quantity	Cost Per Unit	Description	Purpose	Total
8	200.00	Big Book Easels	Teaching presentation for literacy initiative	1,600.00
4	200.00	Geoglobe	Cultural awareness	800.00
6	200.00	Easel Mobiles	Teaching presentation for parent workshops	1,200.00
4	200.00	Office Chairs	Classrooms/Family Resource Center	800.00
6	100.00	Tables	Classrooms	600.00
4	200.00	Circular Tables	Classrooms/Literacy Library	800.00
15	55.00	Student Chairs	Classroom	825.00
10	45.00	Chairs	Literacy Library	450.00
1	200.00	Fax Machine	Office Registration	200.00
8	425.00	Cubbies	Student work/materials	3,400.00
4	300.00	Block Tables	Motor/numeracy development	1,200.00
5	500.00	Dramatic Play Sets	Development of oral language	2,500.00
6	300.00	Book Mobiles	Preschool book room	1,800.00
23	200.00	Karioke	Oral language development	4,600.00
4	199.00	Sectional Storage Units	Classroom learning centers	796.00
5	225.00	Sand/Water Tables	Science exploration curriculum	1,125.00
7	200.00	Magnetic Storyboards	Literacy/numeracy initiative	1,400.00
4	475.00	Storage Islands	Classroom storage	1,900.00
85	220.00	Big Book Displays	Literacy initiative, grade 2	18,700.00
85	120.00	Chart Stands	Writing initiative, grade 2	10,200.00
1	400.00	Desktop Copier	Office registration	400.00
4	100.00	Writing Center	Letter recognition instruction	400.00
8	350.00	Dry Erase Bulletin Boards	Classroom instruction	2,800.00
1	3,256.00	Playground Climber	Play exploration	3,256.00
<b>Grand Total</b>				<b>61,752.00</b>

## PAYMENT SCHEDULE PAGE:

- To ensure timely payments of your Early Childhood Block Grant funds, please read this section carefully!
  - ⊗ **DO NOT** click on Distribute Payment Evenly.
  - ☺ **DO** enter **FOUR EQUAL PAYMENTS** in the months of August, November, January, and April.

Because the state allocates funding in four equal allotments, we require that equal payments be distributed to you on a quarterly basis. This insures that there are sufficient funds for all LEAs. **If** your application is submitted after the initial deadline and any of the four months have passed and are blocked, enter the payments in the next available open month. For example, if an application is submitted in December, and the months August and November are blocked, enter the total of the August and November payments in December, payment three in January, and payment four in April.

- Click on

**Save**

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District	Arizona Department of Education		
CTDS	000000000	Entity ID	79275
Application Name	2004 - Early Childhood Block Grant		

Grant Name	Amount Budgeted	
Early Childhood Block Grant	420.00	<a href="#">Distribute payment evenly.</a>

Payment schedules for State projects should be scheduled according to program guidelines.

Payment schedules for Federal projects should be scheduled according to first disbursement month [30 day(s) needs] and the remainder in RSP in accordance with Cash Management Policy.

PAYMENT SCHEDULE	
Month	Early Childhood Block Grant
July	0.00
August	105.00
September	0.00
October	0.00
November	105.00
December	0.00
January	105.00
February	0.00
March	0.00
April	105.00
May	0.00
June	0.00
RSP	0.00
<b>Total</b>	<b>420.00</b>

RSP=Remaining Scheduled Payment

**Save**

## SUPPLEMENTAL DATA

### FUNDING DISTRIBUTION PAGE:

The funding distribution form has one page and must be completed.

1. Click on Funding Distribution Form Instructions to view the instructions for completing this form page. After reading:
2. Click on Funding Distribution Page 1.
3. Enter the amount of ECBG funds utilized by each level. **DO NOT USE DOLLAR SIGNS OR COMMAS.**
4. Click on **Save**
5. **Review your Funding Distribution Page 1. If the Funding Distribution Page is NOT Correct, enter the correct information and save the page again.**

**NOTE:** If you have funds distributed for more than one level, you must complete SITE SHEETS and PROGRAM DESCRIPTIONS for those levels. Example: If you have funds distributed for Full Day Kindergarten and for K-3, you must have site sheets and program descriptions for both Full Day Kindergarten and K-3.

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**District** Arizona Department of Education  
**CTDS** 000000000 **Entity ID** 79275  
**Application Name** 2004 - Early Childhood Block Grant

**Funding Distribution Page 1**  
Enter the amount of funds to be utilized for preschool at risk.  
Enter the amount of funds to be utilized for full day kindergarten.  
Enter the amount of funds to be utilized for K-3 supplemental programs.

**FUNDING DISTRIBUTION FORM**

Line Item	Allocated Amount	Preschool At-Risk	Full Day Kindergarten	K-3
<b>Instruction 1000</b>				
Salaries 6100	100.00	100		
Employee Benefits 6200	20.00	20		
Supplies 6600	79.00	79		
Other Expenses 6800	100.00	100		
<b>Support Services - Admin 2300, 2400, 2500</b>				
Supplies 6600	21.00	21		
<b>Capital Outlay</b>				
Property 6700	100.00	100		
<b>Total</b>		420.00	0.00	0.00

**Save Page** **Reset Page**



## SITE SHEET PAGE:

The site sheet has one page and must be completed for each site utilizing ECBG funds.

**NOTE:** A site sheet must be completed for each site utilizing ECBG funds. Some sites may need more than one site sheet (e.g., sites utilizing ECBG funds for more than one level such as preschool and K-3). If you are not utilizing ECBG funds for a level at the site, there should not be a site sheet indicating that level as being served (e.g., a site serving both Full Day Kindergarten and K-3, but ECBG funds are not distributed for Full Day Kindergarten. A site sheet would be completed for K-3, but not for Full Day Kindergarten).

To help identify sites using ECBG funds for multiple levels, you may want to list the site name and level for that site sheet (Example: Whitman Elem. PS, Whitman Elem. FDK, Whitman Elem. K-3).

1. Click on Site Sheet Instructions to view the instructions for completing the site sheet page.
2. Click on Site Sheet Page 1. Clicking on this page will create a new site sheet page. The original site sheet page will always remain unused so you can create as many site sheets as necessary.
  - ✓ All Full Day K and K-3 sites must answer questions 1 through 7.
  - ✓ All Preschool sites must answer questions 1 through 12.
  - ✓ The new DHS license numbers have 5-digits. If your license number still has only 4-digits it must be preceded with a 0 (e.g. CDC-01234)
  - ✓ Dates must be in the mm/dd/yyyy format.
  - ✓ If your preschool site is not fully accredited, the answer to question #10 must be **Not Accredited**.
  - ✓ If a question is not applicable to your program, answer N/A. **All N/A answers throughout the forms must include the slash!**
  - ✓ If the preschool site has not utilized ECBG funds in a prior year, question #13 must also be answered.
3. Click on **Save Page**
4. To review a saved Site Sheet, click on the completed form. If the Site Sheet is not correct, enter the correct information and save the page again.
5. Repeat this process until all site sheets have been completed. As each site sheet is saved, it will be listed on the left side of the screen by site name.

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**Site Sheet Page 1**

You must complete a form for each site that utilizes ECBG funds. Some sites may need more than one site sheet (e.g., site utilizes ECBG funds for more than one level such as preschool and K-3). All Full Day Kindergarten and K-3 sites must answer questions 1-7 on this form. All Preschool sites must answer questions 1-12 on this form. Enter dates format as mm/dd/yyyy. If the question is not applicable, please enter N/A.

**SITE SHEET**

1 Site Name

Level Served at Site - Mark only the level for which ECBG funds are being used. If the site utilizes ECBG funds for more than one level you must complete a site sheet for each level served at the site.

2

☐ Preschool  
☐ Full Day Kindergarten  
☐ Kindergarten through Third Grade Supplemental

## PROGRAM DESCRIPTION PAGES:

There are three program descriptions, one for each level (Preschool, Full Day Kindergarten, and K-3). Complete all pages of the program description for each level supported with ECBG funds. For example, if funds are distributed and site sheets are prepared for Full Day Kindergarten and K-3, there should be one Full Day Kindergarten and one K-3 program description.

- \* The **Preschool** Program Description has three pages.
  - \* The **Full Day Kindergarten** Program Description has two pages.
  - \* The **K-3** Program Description has three pages.
1. Click on Program Description Instructions to view instructions for completing the program description pages.
  2. Click on the first page of the program description.

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**District** Arizona Department of Education

**CTDS** 000000000 **Entity ID** 79275

**Application Name** 2004 - Early Childhood Block Grant

**Preschool Page 1 of 3**

If ECBG funds are utilized for preschool, you must complete pages 1-3 of this form. Please answer all questions. If the question is not applicable, please enter N/A where indicated on this form. If you check 'Other' on any question, you must specify in the area provided.

**PRESCHOOL PROGRAM DESCRIPTION**

1 Enter the total number of preschool sites that you anticipate will receive fiscal year 2004 ECBG funds.

1 1

2 How are children identified for the program? (check all that apply)

☒ A letter is sent to all parents in the school/district/charter area who meet the income guidelines and who currently have children in school

☐ Flyers describing the program are distributed to school offices, local organizations and businesses

☐ Referrals from community organizations (e.g., Child Care Resource & Referral) or individuals (e.g., counselor)

☐ Door-to-door neighborhood recruiting

☐ Other

3. Answer all questions on the page. If a question is not applicable to your program, answer N/A.
4. Click on **Save Page** Review the Program Description Page. If the Program Description Page is not correct, enter the correct information and save the page again.

5. Continue this process until all pages of the program description have been completed.

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**District** Arizona Department of Education  
**CTDS** 000000000 **Entity ID** 79275  
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**Preschool Page 2 of 3**  
If ECBG funds are utilized for preschool, you must complete pages 1-3 of this form. Please answer all questions. If the question is not applicable, please enter N/A where indicated on this form. If you check 'Other' on any question, you must specify in the area provided.

**PRESCHOOL PROGRAM DESCRIPTION (con't)**

14	If wrap-around care is provided, child care is offered in:	<input type="radio"/> AM <input type="radio"/> PM <input checked="" type="radio"/> Both AM and PM <input type="radio"/> N/A
15	If wrap-around care is provided, how is child care financed? (enter N/A if not applicable)	Tuition
16	If wrap-around care is provided, how is eligibility for child care	Income

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**District** Arizona Department of Education  
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**Preschool Page 3 of 3**  
If ECBG funds are utilized for preschool, you must complete pages 1-3 of this form. Please answer all questions. If the question is not applicable, please enter N/A where indicated on this form. If you check 'Other' on any question, you must specify in the area provided.

**PRESCHOOL PROGRAM DESCRIPTION (con't)**

28	Does the district provide a full day kindergarten program?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Enter the approximate amount or zero for each alternate funding source used, in addition to ECBG, to support any preschool located within the district / charter. If item 39 is not applicable, enter N/A.		
29	Private Grants	5000
30	Tuition	500
31	Title I	0
32	Head Start	0
33	Migrant	0
34	IDEA / Special Education	1000
35	Even Start	0

6. Repeat this process for each level funded with ECBG funds.

Pages for all program descriptions are included in the section in this book tabbed “Application Pages”.

## LEA CONTACT PAGE:

The contact form has **one page** and must be completed.

To insure that important information is directed to the appropriate person for different project phases, the ECBG program needs all information requested on this page. Please fill in all the blanks with the correct information. **DO NOT ENTER THE WORD ‘SAME’ FOR DUPLICATED INFORMATION.** This information is entered directly into the ECBG data base and is used to generate labels to send out information to the various contacts.

1. Click on ECBG Contact Information Instructions to view the instructions for completing the contact page.
2. Click on LEA Contact Page.

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**NEW APPLICATION**

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- SUMMARY & SUBMIT
- EXIT APPLICATION

**Contact Page 1**

To insure important information is directed to the correct person for the different project phases, please complete the contact information requested below. If the information is the same for all requested contact information, enter the same information in all three areas.

**CONTACT INFORMATION / CONTACT INFORMATION**

1	Name of school district or charter school (legal entity name per charter contract)	Arizona Department of Education
2	CITD #	000000
3	Superintendent's Name or Charter School Director's Name	John Doe
4	Mailing Address	1535 W. Jefferson St
5	City	Phoenix
6	State	AZ
7	Zip Code	85001
8	Phone Number (please include the area code and extension number if applicable)	(555) 555-5555
9	Fax Number (please include the area code)	(555) 555-5555
10	E-mail address	jdoe@ade.az.gov

**PROGRAM CONTACT INFORMATION**

11	Name of ECBG Program Contact	Jane Smith
12	Title	Education Program Specialist
13	Mailing Address	2005 N. Central Ave.
14	City	Phoenix
15	State	AZ
16	Zip Code	85004
17	Phone Number (please include the area code and extension number if applicable)	(555) 555-5555
18	Fax Number (please include the area code)	(555) 555-5555
19	E-mail address	jsmith@ade.az.gov

**PHYSICAL CONTACT INFORMATION**

20	Physical Contact Name	Pat Immele
21	Title	Financial Program Specialist
22	Mailing Address	1535 W. Jefferson St
23	City	Phoenix
24	State	AZ
25	Zip Code	85007
26	Phone Number (please include the area code and extension number if applicable)	(602) 542-8812
27	Fax Number (please include the area code)	(602) 542-5555
28	E-mail address	pimmele@ade.az.gov

**Save Page** **Reset Page**

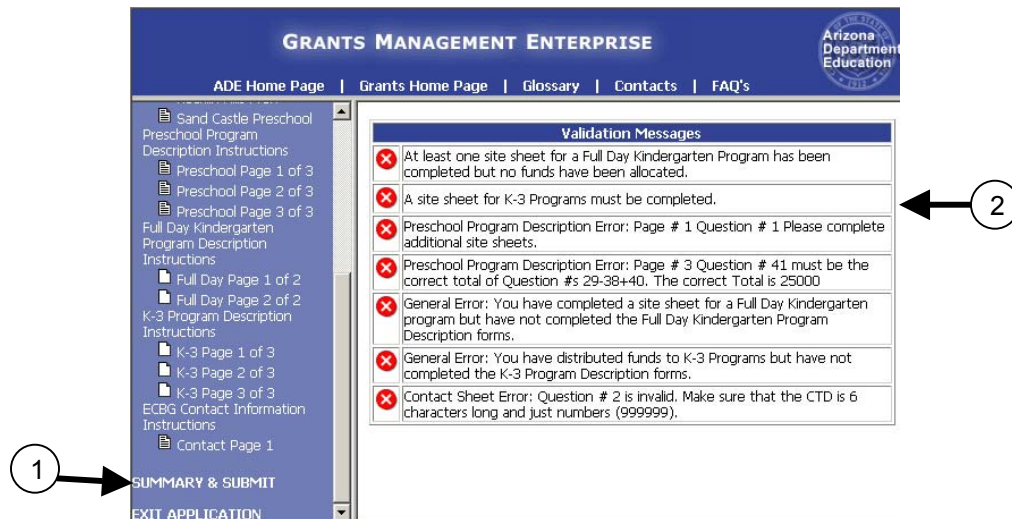
3. Fill in all the requested information.

4. Click on **Save Page**

## SUMMARY AND SUBMIT:

When all required forms have been completed:

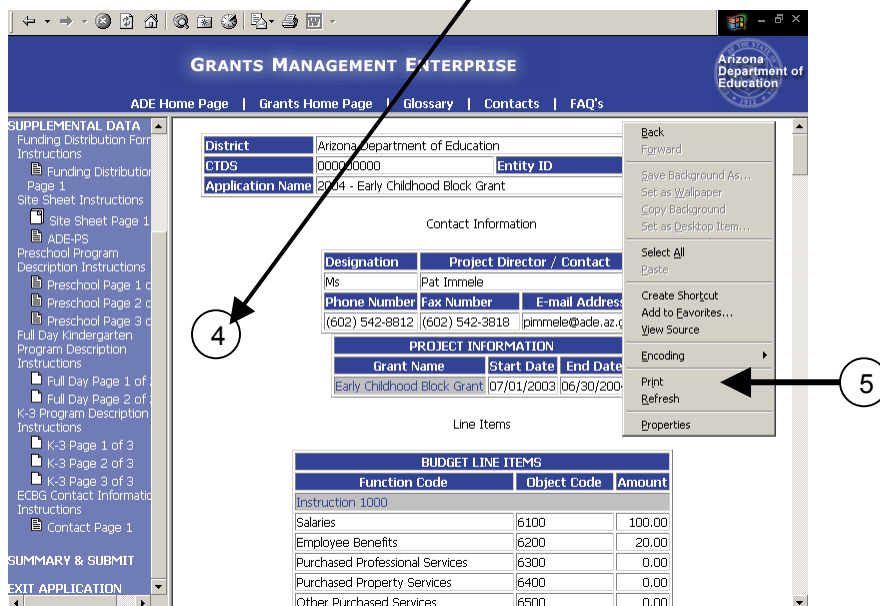
1. Click on **SUMMARY & SUBMIT**. The application program will check for validation.
2. A list of errors will appear if any are detected. All errors detected must be corrected before the application can be successfully submitted.
3. Correct all errors and click on **SUMMARY & SUBMIT**.



4. **Print the Summary by:** right clicking your mouse on the right side of the page.

5. Scroll to Print

6. Click on **Print**



6. Scroll to the bottom of the Summary

7. Click on **Submit Application**

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**PROGRAM CONTACT INFORMATION**

11 Name of ECBG Program Contact	Jane Smith
12 Title	Education Program Specialist
13 Mailing Address	2005 N. Central Ave.
14 City	Phoenix
15 State	AZ
16 Zip Code	85004
17 Phone Number (please include the area code and extension number if applicable)	(555) 555-5555
18 Fax Number (please include the area code)	(555) 555-5556
19 e-mail address	jsmith@ade.az.gov

**FINANCIAL CONTACT INFORMATION**

20 Financial Contact Name	Pat Immele
21 Title	Financial Program Specialist
22 Mailing Address	1535 W. Jefferson St.
23 City	Phoenix
24 State	AZ
25 Zip Code	85007
26 Phone Number (please include the area code and extension number if applicable)	(602) 542-8812
27 Fax Number (please include the area code)	(602) 542-5555
28 e-mail address	pimmele@ade.az.gov

**SUMMARY & SUBMIT**

**EXIT APPLICATION**

[Submit Application](#)

8. Print the Application Receipt per printing instructions above (#s 4-6).

**GRANTS MANAGEMENT ENTERPRISE**

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APPLICATION RECEIPT

**Instructions**

- Please print this page for your records.
- To go back to the list of application click 'Go to Application List'

District	Arizona Department of Education		
CTDS	000000000	Entity ID	79275
Application Name	2004 - Early Childhood Block Grant		

Submitted By :	trainer2
Submittal Date :	4/15/2003 8:44:51 AM

[Go to Application List](#)

9. Click on the **Go To Application List** button.